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M E M O R A N D U M:

DATE: May 23, 2000

TO: Chief Judges
cc: Court Administrators and Clerks

FROM: John D. Ferry, Jr.

SUBJ: SCAO Administrative Memorandum 2000-06; Amendment of Case File Management Standards; Classification Codes; Effective May 23, 2000

The Michigan Supreme Court has amended Michigan Court Rules 2.113, 5.113 and 8.117 to provide that case classification codes will be established and published by the State Court Administrative Office.

Attached is a modification of Area 1 (Component 1), and new Area 6, Component 39 of the Michigan Trial Court Case File Management Standards. The modification and the new Area provide for approved case classification codes effective May 23, 2000.

Also attached are **proposed case classification codes to be effective January 1, 2002**. The proposed codes are being circulated now to allow for courts to plan for changes to their case management systems. If you have comments regarding these proposed case classification codes, please provide them to James Covault, Director, Trial Court Services, State Court Administrative Office, P. O. Box 30048, Lansing, MI 48909 **E-mail** Covaultj@jud.state.mi.us. Final changes to be effective in 2002 will be circulated at a later time.

Attachments

Proposed Case Type Codes for Implementation January 1, 2002

These proposed case type codes are being distributed so that courts to plan needed changes to case management systems effective January 1, 2002. A list of the final case type codes will be published in 2001.

(A) **Circuit Court Case Type Code List.** The following case type code list must be used in circuit court as provided in Component 1. The bracketed letters are the case type codes.

(1) Appeals

- (a) Agencies [AA]. All matters from administrative agencies other than the Michigan Employment Security Commission and the Michigan Secretary of State.
- (b) Employment Security Commission [AE]. All matters regarding Michigan Employment Security Commission actions.
- (c) Parole Board Decisions [AP]. Appeals in parole board decisions.
- (d) Criminal Appeals [AR]. All criminal appeals from a lower court when filed in a higher court.
- (e) Civil Appeals [AV]. All civil appeals from a lower court when filed in a higher court.

(2) Administrative Review, Superintending Control, Extraordinary Writs

- (a) Habeas Corpus [AH]. All writs of habeas corpus except habeas corpus to obtain custody of a child.
- (b) License Restoration [AL]. All Secretary of State matters regarding petitions for restoration of a driver's license.
- (c) Superintending Control [AS]. All matters involving superintending control or supervisory control powers of the court.
- (d) Writs [AW]. All actions for mandamus and quo warranto and other writs.
- (e) Other Extraordinary Law Remedies [AZ]. All other extraordinary law remedies.

(3) Criminal

- (a) Extradition/Detainer [AX]. All extradition and detainer matters initiated by Michigan to other states.

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- (b) Capital Felonies [FC]. Capital felony cases, in which life sentence is possible and a larger number of peremptory jury challenges is provided.
 - (c) Noncapital Felonies [FH].
 - (d) Specified Juvenile Felonies [FJ]. Specified offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 5.950. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court.
- (4) *Civil Damage Suits*
- (a) Property Damage, Auto Negligence [ND]. All complaints of property damage but not personal injury involving the use of a motor vehicle.
 - (b) No-Fault Automobile Insurance [NF]. All claims for first-party personal protection benefits and first-party property protection benefits under the no-fault automobile insurance act.
 - (c) Medical Malpractice [NH]. All claims involving health care provider malpractice.
 - (d) Personal Injury, Auto Negligence [NI]. All complaints of personal injury, or personal injury and property damage, involving the use of a motor vehicle.
 - (e) Other Professional Malpractice [NM]. All claims involving professional malpractice other than health care provider malpractice.
 - (f) Other Personal Injury [NO]. All other claims involving liability for personal injury not otherwise coded.
 - (g) Products Liability [NP]. All claims involving products liability.
 - (h) Dramshop Act [NS]. All claims involving liability under the dramshop act.
 - (i) Other Damage Suits [NZ]. All claims involving liability for personal injury.
- (5) *Other Civil Matters*
- (a) Business Claims [CB]. All claims involving partnership termination and other business accountings.

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- (b) Condemnation [CC]. All condemnation proceedings.
- (c) Employment Discrimination [CD]. All complaints of employment discrimination.
- (d) Environment [CE]. All environmental matters such as zoning, pollution, etc.
- (e) Forfeiture Claims [CF]. All claims of interest in property seized under the Controlled Substance Act which may be subject to forfeiture. This case type is filed in the circuit court even though any eventual forfeiture proceedings take place in the district court.
- (f) Housing and Real Estate [CH]. All housing, real estate, foreclosure, land contracts, and other property proceedings (except landlord-tenant and land contract summary proceedings).
- (g) Contracts [CK]. All proceedings involving contractual obligations not otherwise coded.
- (h) Labor Relations [CL]. All labor-management matters except employment discrimination.
- (i) Consumer Protection [CP]. All consumer matters.
- (j) Corporate Receivership [CR]. All corporate receivership proceedings.
- (k) General Civil [CZ]. All other civil actions not otherwise coded.
- (l) Proceedings to Restore, Establish, or Correct Records [PC]. All proceedings to restore, establish or correct records which are assigned a new case number (not brought under an existing case).
- (m) Claim and Delivery [PD]. All complaints to recover personal property which are assigned a new case number (not brought under an existing case).
- (n) Receivers in Supplemental Proceedings [PR]. All proceedings appointing a receiver which are assigned a new case number (not brought under an existing case).
- (o) Supplemental Proceedings [PS]. All supplemental proceedings which are assigned a new case number (not brought under an existing case).
- (p) Miscellaneous Proceedings [PZ]. All other matters assigned a new case number

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(not brought under an existing case), including the following matters: grand jury and multi-county grand jury.

(6) *Family Division - Domestic Relations*

- (a) Custody [DC]. All habeas corpus to obtain custody of a child; order to show cause for custody of a child; other custody, or custody and support proceedings when no divorce action has been filed; or actions under the Uniform Child Custody Jurisdiction Act.
- (b) Interstate Filing [DF]. All support matters submitted for filing only under the Uniform Reciprocal Enforcement of Support Act and the Interstate Income Withholding Act.
- (c) Outgoing Support Enforcement Proceedings [DI]. All support enforcement proceedings outgoing to another state under the Uniform Reciprocal Enforcement of Support Act.
- (d) Divorce, Minor Children [DM]. All divorce; divorce and custody; or divorce, custody, and support complaints when minor children are involved.
- (e) Divorce, No Children [DO]. All divorce complaints when no minor children are involved.
- (f) Paternity [DP]. All questions of paternity; paternity and custody; or paternity, custody, and support.
- (g) Registration of Foreign Orders [DR]. All registrations of foreign support orders received from another state under the Uniform Reciprocal Enforcement of Support Act.
- (h) Other Support [DS]. All support matters under the Family Support Act.
- (i) URESA Enforcement [DU]. All support enforcement proceedings incoming from another state under the Uniform Reciprocal Enforcement of Support Act.
- (j) Interstate Income Withholding [DW]. All support orders incoming from another state under the Interstate Income Withholding Act.
- (k) Other Domestic Relations Matters [DZ]. All other prejudgment matters involving domestic relations proceedings not otherwise coded.
- (l) Transfer Custody [TC]. All intrastate transfers of postjudgment custody or

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custody and support proceedings where no divorce action has been filed.

- (m) Transfer URESA, Initiation [TI]. All intrastate transfers of postjudgment support enforcement proceedings outgoing to another state under the Uniform Reciprocal Enforcement of Support Act.
- (n) Transfer Divorce, Minor Children [TM]. All intrastate transfers of postjudgment divorce; divorce and custody; or divorce, custody, and support complaints when minor children are involved.
- (o) Transfer Divorce, No Children [TO]. All intrastate transfers of postjudgment divorce complaints when no minor children are involved.
- (p) Transfer Paternity [TP]. All intrastate transfers of postjudgment paternity; paternity and custody; or paternity, custody, and support complaints.
- (q) Transfer Other Support [TS]. All intrastate transfers of postjudgment support matters under the Family Support Act.
- (r) Transfer URESA Enforcement [TU]. All intrastate transfers of postjudgment support enforcement proceedings incoming from another state under the Uniform Reciprocal Enforcement of Support Act.
- (s) Transfer Other Family Matters [TZ]. All intrastate transfers of other postjudgment matters involving domestic relations proceedings not otherwise coded.
- (t) UIFSA Modification; Filing [UC]. All outgoing requests for registration of an order for the specific purpose of modification under the Uniform Interstate Family Support Act.
- (u) Assist with Discovery [UD]. All proceedings under the Uniform Interstate Family Support Act to assist with discovery or to compel a response to a discovery order issued by another state's tribunal.
- (v) UIFSA Establishment [UE]. All support and paternity establishment proceedings incoming from another state under the Uniform Interstate Family Support Act.
- (w) UIFSA Enforcement; Filing [UF]. All outgoing requests for registration of another state's order for the specific purpose of enforcement under the Uniform Interstate Family Support Act.

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- (x) UIFSA Initiation [UI]. All support and paternity establishment proceedings outgoing to another state under the Uniform Interstate Family Support Act.
 - (y) Registration of Orders for Modification [UM]. All incoming registrations of another state's orders for the specific purpose of modification under the Uniform Interstate Family Support Act.
 - (z) Registration of Orders for Enforcement [UN]. All incoming registrations of another state's orders for the specific purpose of enforcement under the Uniform Interstate Family Support Act.
 - (aa) UIFSA Income Withholding; Filing [UO]. All outgoing requests for registration of another state's order for the specific purpose of income withholding under the Uniform Interstate Family Support Act.
 - (bb) Transfer UIFSA [UT]. All intrastate transfers of postjudgment support enforcement proceedings incoming from another state under the Uniform Interstate Family Support Act.
 - (cc) Registration of Income Withholding Orders [UW]. All incoming registrations of another state's orders for the specific purpose of income withholding under the Uniform Interstate Family Support Act.
- (7) *Family Division - Proceedings under Juvenile Code*
- (a) Designated Juvenile Offenses [DJ]. All juvenile offenses designated by the prosecutor or court to be heard in the family division of circuit court in the same manner as an adult criminal case is heard in the criminal division of the circuit court.
 - (b) Delinquency Proceedings [DL]. All delinquency proceedings initiated by petition under the juvenile code.
 - (c) Child Protective Proceedings [NA]. All child protective proceedings initiated by petition under the juvenile code.
 - (d) Personal Protection Actions Brought Under the Juvenile Code [PJ]. All petitions seeking a personal protection order against a respondent under the age of 18. Includes proceedings conducted for violation of personal protection orders issued under the juvenile code when heard by a county other than the county that issued the personal protection order.
 - (e) Traffic and Local Ordinance [TL]. All traffic and local ordinance issued on a

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Uniform Law Citation under the Motor Vehicle Code or local ordinance.

(8) *Family Division - Proceedings under Adoption Code*

- (a) Adult Adoptions [AB]. All adult adoptions.
- (b) Agency International Adoptions [AC]. All foreign children adoptions.
- (c) Direct Placement Adoptions [AD]. All direct placement adoptions including temporary placements prior to filing of petition for direct placement.
- (d) Relative Adoptions [AF]. All adoptions by relatives including relative guardians, but not including step-parent adoptions.
- (e) Permanent Ward Adoptions (state ward or court ward) [AM]. All state or court ward adoptions resulting from child protective proceedings.
- (f) Non Relative Adoptions [AN]. All adoptions by guardians who are not relatives.
- (g) Agency Other Adoptions [AO]. All other private or public agency adoptions not otherwise designated.
- (h) Step-Parent Adoptions [AY]. All adoptions by step-parents.
- (i) Release to Adopt; No Case [RB]. All releases to adopt; no case pending.
- (j) Release to Adopt [RL]. All releases to adopt; result of a child protective case.

(9) *Family Division - Miscellaneous Proceedings*

- (a) Emancipation of Minor [EM]. All emancipation proceedings initiated under the status of minors and emancipation act.
- (b) Infectious Disease [ID]. All proceedings under the public health code for treatment of infectious disease or testing for infectious disease.
- (c) Name Change [NC]. All name change proceedings.
- (d) Personal Protection Against Stalking [PH]. All personal protection proceedings under MCL 600.2950a; MSA 27A.2950a when there is no domestic relationship between the parties and the respondent is not under the age of 18.

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- (e) Personal Protection in Domestic Relationships [PP]. All personal protection proceedings under MCL 600.2950; MSA 27A.2950 and/or MCL 600.2950a; MSA 27A.2950a when there is a domestic relationship between the parties and the respondent is not under the age of 18.
 - (f) Waiver of Parental Consent to Obtain Abortion [PW]. All waiver of parental consent proceedings under the parental rights restoration act.
 - (g) Violation Proceedings on Out-of-County Personal Protection Order - Revised Judicature Act [VP]. All proceedings conducted for violation of personal protection orders issued under MCL 600.2950 or MCL 600.2950a when heard by a county other than the county that issued the personal protection order. This case is filed as "In the Matter of".
- (10) *Family Division - Ancillary Proceedings*. Use case type codes listed in (C) for matters filed in the probate court which may alternatively be filed in the family division of circuit court as an ancillary proceeding.
- (11) *Court of Claims*.
- (a) Highway Defect [MD]. All claims involving highway defects.
 - (b) Medical Malpractice [MH]. All claims involving health care provider malpractice.
 - (c) Contracts [MK]. All other proceedings involving contractual obligations not otherwise coded.
 - (d) Constitutional Claims [MM]. All claims for money damages brought under the Michigan Constitution.
 - (e) Prisoner Litigation [MP]. All claims for money damages against the State of Michigan filed by state prisoners.
 - (f) Tax Related Suits [MT]. All claims involving liability for state taxes.
 - (g) Other Damage Suits [MZ]. All other claims for money damages.
- (B) **Case Type Code List; District Court**. The following case type code list must be used in district court as provided in Component 1. The bracketed letters are the case type codes.
- (1) *Criminal*

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- (a) Extradition/Detainer [EX]. All extradition and detainer matters initiated by Michigan to other states.
 - (b) Felony Criminal Cases [FY]. All felony non-traffic cases. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court, and specified offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 5.950.
 - (c) Ordinance Misdemeanor Criminal [OM]. All non-traffic misdemeanor offenses issued under ordinance.
 - (d) Statute Misdemeanor Criminal Cases [SM]. All non-traffic misdemeanor offenses issued under statute.
- (2) *Traffic*
- (a) Felony Drunk Driving [FD]. All felony drunk driving cases.
 - (b) Felony Traffic [FT]. All felony traffic cases except drunk driving.
 - (c) Ordinance Misdemeanor Drunk Driving [OD]. All drunk driving misdemeanor offenses issued under ordinance.
 - (d) Ordinance Civil Infraction Traffic [OI]. All traffic civil infraction offenses issued under ordinance.
 - (e) Ordinance Misdemeanor Traffic [OT]. All traffic misdemeanor offenses issued under ordinance except drunk driving.
 - (f) Statute Misdemeanor Drunk Driving [SD]. All drunk driving misdemeanor offenses issued under statute.
 - (g) Statute Civil Infraction Traffic [SI]. All traffic civil infraction offenses issued under statute.
 - (h) Statute Misdemeanor Traffic [ST]. All traffic misdemeanor offenses issued under statute except drunk driving.
- (3) *Non-Traffic Civil Infraction and Parking*
- (a) Ordinance Parking [OK]. All parking offenses issued under ordinance.

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- (b) Ordinance Civil Infraction Non-Traffic [ON]. All non-traffic civil infraction offenses issued under ordinance.
 - (c) Statute Parking [SK]. All parking offenses issued under statute.
 - (d) State Civil Infraction Non-Traffic [SN]. All non-traffic civil infraction offenses issued under statute.
- (4) *Civil Damage Suits.*
- (a) General Civil [GC]. All civil cases except coroner's inquests, peace bonds, and small claims.
 - (b) Miscellaneous Civil [GZ]. Coroner's inquests and peace bonds.
 - (c) Small Claims [SC]. All civil claims for the recovery of money which does not exceed the jurisdictional limit in MCL 600.8401; MSA 27A.8401.
- (5) *Housing and Real Estate Suits.*
- (a) Landlord-Tenant Summary Proceedings [LT].
 - (b) Land Contract Summary Proceedings [SP].
- (C) **Case Type Code List; Probate Court.** The following case type code list must be used in probate court as provided in Component 1. The bracketed letters are the case type codes.
- (1) *Estates, Trusts, Wills*
- (a) Decedent Estates, Supervised Administration [DA]. All matters involving decedent estates in which administration is supervised.
 - (b) Decedent Estates, Unsupervised Administration and Non-Administered Estates [DE]. All matters involving decedent estates in which either administration is unsupervised, or the estate is not administered.
 - (c) Determination of Heirs (separate proceeding) [DH]. All matters to determine heirs as a separate proceeding.
 - (d) Small Estates [PE]. All assignments of estates where gross estate assets do not exceed \$15,000 (as adjusted for inflation).
 - (e) Trust Inter Vivos [TI]. All trusts which are operative during the lifetime of the

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settlor.

- (f) Trust Registration [TR]. All requests to register trusts.
- (g) Trust, Testamentary [TT]. All trusts which take effect on the death of the settlor.
- (h) Wills for Safekeeping [WS]. All wills filed for safekeeping.

(2) *Guardianships and Conservatorships*

These case types may also be filed in the family division of circuit court as an ancillary proceeding.

- (a) Adult Conservatorship [CA]. All matters involving conservatorship of adults.
- (b) Minor Conservatorship [CM]. All matters involving conservatorship of minors.
- (c) Developmental Disability Guardianship [DD]. All matters involving guardianship of individuals with developmental disability, both adults and minors.
- (d) Adult Guardianship [GA]. All matters involving full guardianship of incapacitated individuals.
- (e) Limited Guardianship of Adult [GL]. All matters involving limited guardianship of incapacitated individuals.
- (f) Minor Guardianship [GM]. All matters involving full guardianship of minors.
- (g) Limited Guardianship of Minor [LG]. All matters involving limited guardianship of minors.
- (h) Protective Orders [PO]. All protective orders requested under the estates and protected individuals code except when filed in conjunction with a petition for conservatorship.

(3) *Mental Illness Proceedings and Judicial Admission*

These case types may also be filed in the family division of circuit court as an ancillary proceeding.

- (a) Judicial Admission [JA]. All matters involving judicial admission of

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individuals with developmental disability.

- (b) Mental Illness Proceedings [MI]. All mental illness proceedings brought under the mental health code.

(4) *Civil and Miscellaneous Proceedings*

- (a) Delayed Registration of Foreign Birth [BR].
- (b) Civil [CZ]. All civil matters commenced under MCR 5.101(C).
- (c) Miscellaneous Matters [ML]. All other matters filed with the probate court for judicial or administrative action including but not limited to: appeals; certificate of survivorship; death by accident or disaster; interstate adult extradition; kidney transplants; lost instruments; opening of safe deposit box; review of adoption subsidy; review of drain commission; review of mental health financial liability; secret marriage licenses; substance abuse treatment of minor; support of poor persons; and uniform gifts to minors act.